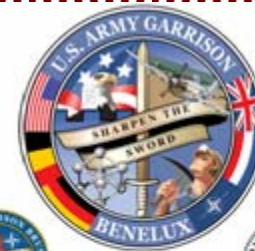


USAG BENELUX GOVERNMENT CELL PHONE USAGE

User BRIEFING

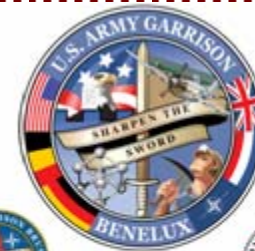




USAG BENELUX Government Cell Phone Usage

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- References
- Responsibilities
- Accountability
- Do's and Don'ts
- Practices
- Abuse/Misuse



USAG BENELUX Government Cell Phone Usage

REFERENCES

- AR 25-1 Information Management, 15 Jul 05
- AE Supplement 1 to AR 25-1, 26 Aug 05
Information Management
- USAREUR G6 WEB SITE



USAG BENELUX Government Cell Phone Usage



AE SUPPL 1 TO AR25-1

Main Points 1/2

- Usage guidance. Not to be used to replace tactical, fixed comms, or simply for convenience when on Post, in Garrison, or in other Facility, other means of communication exist, i.e., DSN.
- User Statement (Agreement) is mandatory.



USAG BENELUX Government Cell Phone Usage

AE SUPPL 1 TO AR25-1

Main Points 2/2

- Procurement of service. Service ordered through the Garrison Telephone Control Officer (TCO) to the Telephone Ordering Officer (TOO) (39th SIG Bn)
- Accountable Item, Property Book, Hand Receipt



USAG BENELUX Government Cell Phone Usage



Cell Phone Database

- The Garrison TCO is to maintain a current data base of all unit and sub-unit cell phones
- Sub TCO's are to maintain a similar data base for their units' portion



USAG BENELUX Government Cell Phone Usage



Database Fields 1/2

- Cell Phone Number
- Cell Phone SIM Chip Serial Number
- Cell Phone Instrument Serial Number
- Cell Phone Instrument Make/Model
- IMAR Number (authorization)



USAG BENELUX Government Cell Phone Usage

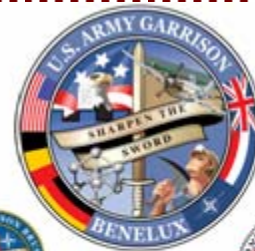


Database Fields 2/2

- PVN Number (purchase tracking)
- Unit/User (sub cmd, staff section, etc.)
- PIN Number, PUK Number
- Data/Fax phone number if applicable
- Cell Phone Class (Perm, Exer, CONOPS)



USAG BENELUX Government Cell Phone Usage



Garrison TCO Responsibilities

1/2

- **Maintain Database, User Agreements and Hand Receipts.**
- **Coordinate and Interface with 39th Sig Bn Telephone Ordering Officer (TOO).**



USAG BENELUX Government Cell Phone Usage



Garrison TCO Responsibilities

2/2

- Be the central point between sub-units and Garrison for cell phone issues.
- Be the Garrison subject matter expert. Educate Cell Phone Users.
- Review monthly itemized bills for unofficial, improper use.
- Advise the USAG Commander.



USAG BENELUX Government Cell Phone Usage



Sub TCO

Responsibilities

- Maintain sub-unit database or spreadsheet to mirror Garrison db.
- Maintain sub-hand receipts.
- Be the interface between users and the Garrison TCO for requests, questions, etc.
(USAG BENELUX, DPTMS, DSN 361-6003)



USAG BENELUX Government Cell Phone Usage



PBO, Accountability

- Cell Phone instruments are an accountable item, and must be placed on the Activity property book.
- The TCO must determine process for users to replace lost cell phone instruments, and make it part of Garrison Cell Phone Policy.
- Lost Cell SIM chip can be deactivated and reordered through the Garrison TCO by the TOO, and must be done ASAP upon report of loss to prevent potential abuse by finder.



USAG BENELUX Government Cell Phone Usage



Hand Receipt (DA2062)

- DA 2062 will be used to issue and account for cell phones instruments.
- Sub- hand receipts maintained by unit TCOs.

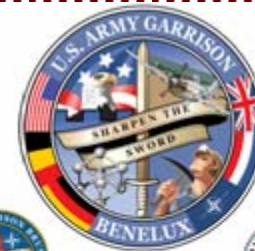


USAG BENELUX Government Cell Phone Usage



Cell Phone Do's

- Maintain accountability and control.
- Use only when other means of communications are not available.
- Use only as needed for mission.
- Use temporary hands-free devices while driving, otherwise keep it portable.



USAG BENELUX Government Cell Phone Usage

Cell Phone Don'ts 1/3

- Not the same rules as for DSN.
- Govt. cell phones are ***not*** to be used for other than official business.
- Personal calls are prohibited!
- Do not use as primary means of communication. Not to call a DSN while on Garrison.



Cell Phone Don'ts 2/3

- Access the internet or the WWW (WAP).
- Health, Morale, and Welfare (HMW) calls.
- International calls (unless no other means)...



USAG BENELUX Government Cell Phone Usage



Cell Phone Don'ts 3/3

- Transmitting data (unless no other means)...
- In healthcare facilities
- Per AR 25-1, Pre-paid cell phone cards are ***not*** authorized.



USAG BENELUX Government Cell Phone Usage



Billing Issues

Roaming Charges: It is apparent that users are not aware of roaming charges.

When one is out of home country, (ex: TDY, FTX "downrange" from Belgium), the caller pays the portion within Belgium, and the RECEIVER pays for the other half.

So, for example, unlike in Belgium, receiving a call from your spouse while downrange, is a personal call that creates charges, and is therefore unauthorized.



USAG BENELUX Government Cell Phone Usage



Reimbursement (Abuse)

- Abuse / misuse identified by the TCO from reviewing monthly itemized bills will go to the USAG commander for action.
- DD Form 1131, investigation results, money order - to US Treasurer.



USAG BENELUX Government Cell Phone Usage

Good Cell Phone Practices

1/2

- Keep it short!
- Protect equipment.
- Share resources within unit. Notify Unit TCO for all cell phone change of status



USAG BENELUX Government Cell Phone Usage



Good Cell Phone

2/2

--- Practices ---

- Always consider and use the most efficient and the cost effective means of communication.
- Use common sense.



USAG BENELUX Government Cell Phone Usage

